



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

WORKFORCE DEVELOPMENT MANAGER

Job Number: 20001115

Job Code: 61450V150416

Job Group: 6100 - EMPLOYMENT SERVICES

Job Established: 11/16/2003

Job Revised: 04/16/2015

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages the overall operation of a designated service office providing workforce/employment and unemployment services OR manages a workforce/employment service or unemployment insurance branch which oversees the implementation, development and/or monitoring and evaluation of one or more workforce, employment service or unemployment insurance programs; and performs other duties as required

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of experience in reviewing, monitoring, determining eligibility for and/or administering workforce/employment service or unemployment insurance programs, or experience in education, public administration, military or human resources.

Substitute EDUCATION for EXPERIENCE:

A master's degree will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Work experience in workforce/employment services, unemployment insurance, education, public administration, military or human resources will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Assigns and evaluates the work of personnel. Ensure employees carry out services related to workforce/employment service and unemployment insurance programs effectively and in compliance with statutes, regulations and agency policy and procedure. Provides technical assistance to subordinate supervisors and employees. Recommends and submits personnel actions. Provides leadership in the selection and hiring process. Ensures compliance with personnel statutes and regulations. Evaluates employees. Initiates appropriate corrective action. Conducts staff meetings. Oversees and assesses effectiveness of client services, job standards and service to the community. Answers inquiries and resolves complaints from clients, community partners, employers, and staff. Assesses training needs, provides on-the-job training and recommends outside training and/or development of additional internal training programs. Visits employers to highlight and market services offered by the Department for Workforce Investment. Represents agency in public forums. Travels as necessary to conduct site visits, meets with employers, conducts presentations and attends meetings. Monitors office expenditures. Assists superiors in defining program goals, objectives, accomplishments and problem areas. Responsible for appropriate retention, maintenance and destruction of records.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title typically perform duties in an office setting. Travel is required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.